

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES *
2. AMENDMENT/MODIFICATION NO. PR-CI-03-10593/0001		3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO. PR-CI-03-10593	5. PROJECT NO. (If applicable)
6. ISSUED BY Environmental Protection Agency Contracts Management Division 26 W. Martin Luther King Drive Cincinnati, OH 45268		CODE	7. ADMINISTERED BY (If other than item 4) Not Applicable.	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)			(✓)	9A. AMENDMENT OF SOLICITATION NO. PR-CI-03-10593
To All Offerors/Bidders.				9B. DATED (SEE ITEM 11) 11/03/03
			✓	10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DEVELOPMENT OF COST PROPOSEAL, Attachment 7, Paragraph (a), is amended as follows:
Offeror shall submit a total of 11 summary pages in lieu of 8 summary pages.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) PAMELA D. LEGARE	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 52.243

AMENDMENTS TO THE SOLICITATION

1. The attachment entitled "COST/PRICE INSTRUCTIONS" has been modified.
The text is as follows:

DEVELOPMENT OF COST PROPOSAL/RFP PR-CI-03-10593

The following paragraphs supplement the instructions set forth in the provision entitled "Instructions for Proposals". These instructions apply to both the prime contractor as well as subcontractors. It is the prime contractor's responsibility to ensure that all instructions are disseminated to subcontractors.

In the cost proposal, the offeror must certify that all proposed personnel (including proposed subcontractor personnel) meet the qualifications specified in the RFP. In the cost proposal, offerors shall demonstrate that the labor rates for the individuals identified in the technical proposal are included in the labor rate calculations in the cost proposal. Those individuals included in the technical proposal must be included in the cost proposal in a magnitude consistent with the significance of their role in the technical proposal. For example, an individual included in the technical proposal with significant expertise and credentials, who is being included to respond to technical criteria and earn a favorable technical review, should also proportionately be included in the cost proposal at a level of effort reflecting the potential anticipated usage of that individual, so that a crosswalk of expertise and cost is evident. The individual should not, logically, be included in the cost proposal for a very minimal level of effort (i.e., 5 hours) when the proposed individual has been a significant part of the technical expertise evaluation. If individuals in the technical proposal are included in an average labor cost center/pool, offerors shall demonstrate how those individuals are included in the respective cost center/pool for which they are proposed.

Proposals shall be numbered "1 of 5, 2 of 5, etc." on the front cover of the proposal.

(a) Offerors shall submit a total of 11 summary pages in their chosen format, each showing the total cost and fee proposed for each block of hours below. The offeror's summary sheets shall be supplemented as necessary to provide thoroughness and clarity in the data presented.

1. Base Period, Base Level of Effort (LOE)
2. Base Period, Optional LOE
3. Option Period 1, Base LOE
4. Option Period 1, Optional LOE

5. Option Period 2, Base LOE
6. Option Period 2, Optional LOE
7. Option Period 3, Base LOE
8. Option Period 3, Optional LOE
9. Option Period 4, Base LOE
10. Option Period 4, Optional LOE
11. Aggregate, All Periods, All LOE

(b) The cost breakdown supporting the above documents for the prime contractor and all subcontractors shall be prepared in the following format:

	Base LOE					Optional LOE				
	Base	Opt 1	Opt2	Opt3	Opt 4	Base	Opt1	Opt2	Opt3	Opt4
Total Direct Labor										
Fringe Benefits										
Overhead										
Travel										
ODC										
Consultants										
Subcontract										
X										
Y										
Z										
Total Subcontract										
Subtotal										
G&A										
Total Cost										
Base Fee										
Total Cost Plus Fee										

(c) All pages in the cost proposal should be numbered. An index with appropriate page references should be included. A complete narrative explanation regarding the basis of each cost element should also be included.

(d) The direct labor hours to be used to develop the cost proposal are detailed in Subparagraph (i) below. It is noted that no estimate has been included for company management or other support. If it is your disclosed practice to include company management or other support as a direct cost, then your proposal must include an estimate of the hours and associated costs that you believe will be necessary to support the specified level of effort. A narrative explanation of the basis of this estimate must also be included. If company management or other support is recovered through an indirect cost pool, no direct cost estimate is required. Your proposal must clearly indicate whether your disclosed practice

is to recover company management and other support effort as a direct or indirect cost.

(e) The direct labor hours in Subparagraph (i) are the estimated workable hours required by the Government. These hours do not include release time such as holiday, vacation, and sick leave. The portion of release time allocable to the proposed direct labor hours shall be computed and shown separately from the direct labor rate. If these costs are normally included in a fringe benefit or other indirect cost rate, separate identification is not required. However, if release time or other labor-related costs are factored into your direct labor rates, these costs must be separately identified in your proposal. Your proposal should clearly indicate your disclosed practice regarding recovery of release time or paid absence.

(f) For each contract period, the offeror shall propose the amount specified in Subparagraph (i) for Other Direct Cost (ODC). The specified amount may be allocated between the prime contractor and subcontractors if applicable. The estimated distribution of the specified ODC appears under the level of effort chart. If you anticipate additional ODCs other than those listed in the distribution, your cost proposal must identify such costs as separate line items. Narrative explanations regarding the basis of the additional ODCs must also be included.

(g) When subcontract effort is included in the cost proposal, the prime contractor shall submit charts for each period (base level of effort and optional level of effort as separate charts) and for the aggregate (all periods, all hours) which clearly indicate the exact allocation of the specified level of effort among the prime contractor and the proposed subcontractors. Specified labor categories as well as job titles within the labor categories should be identified. THIS CHART SHOULD BE INCLUDED IN BOTH THE TECHNICAL PROPOSAL AND THE COST PROPOSAL. HOWEVER, ONLY IN THE COST PROPOSAL SHOULD THE CHART ALSO REFLECT THE ALLOCATION OF THE SPECIFIED ODC.

(h) Offerors shall prepare proposals utilizing the labor categories, level of effort and ODC specified in the chart below. The level of effort is estimated to approximate the mix that will be required and is used primarily to provide a sound basis on which to compare competing cost proposals. The actual mix of hours incurred in performance of any resulting contract may vary greatly due to unknown factors that make the use of a level-of-effort contract necessary. Documents shall be submitted showing this data, one for each column in the chart below.

The cost must be broken down by discipline only if there are different labor rates for disciplines within a professional level. The disciplines identified under the professional categories are provided to reflect the professional titles commonly associated with the work to be performed under this contract. Those submitting proposals are encouraged to submit a professional staff which

demonstrate the appropriate technical expertise and competence involved in these disciplines. The official titles of the proposed staff need not correlate with this list, which is provided merely to demonstrate the levels of expertise being sought. If the cost is not broken down by discipline, the proposal shall include a statement that rates are the same for all disciplines within a professional level.

The amounts shown for ODC do not include any indirect cost or fee. If it is your disclosed practice to apply an indirect rate to any of the categories of cost listed below, that indirect cost would be over and above the specified amounts. Your proposal should identify the applicable indirect cost as a separate line item.

The prime contractor and all subcontractors must include a statement that it is their normal accounting practice to charge the cost items specified below as direct costs. If any of the items are normally indirect costs, the proposal shall indicate the items and the allocated ODC amount shall be reduced accordingly.

If the prime contractor or any subcontractor has any normal ODC items that are not included in the list shown below, the basis for the ODC shall be explained in the proposal and the appropriate amount shall be added to the specified ODC.

(i) The format on the following page is provided as a guideline in preparing the charts.

Note:

If it is your practice to propose uncompensated overtime, please indicate this information in your cost proposal.

If the indirect cost rates included in your proposal and/or your subcontractors' proposals are lower than the current, approved forward-pricing rates or current, approved provisional billing rates, it shall be assumed that these are ceiling rates, and they shall be incorporated into any resultant contract as such if the award is made upon initial proposals. If there is any objection to this, an explanation to the approach taken must be included in the narrative section in your proposal.

If a proposed subcontractor does not have an approved accounting system (one that is considered adequate for use on Government cost-type contracts), consent for a cost type (CPFF, etc.) subcontract will not be granted. Under this situation, a fixed-rate type subcontract would be more appropriate, and, for proposal purposes, the ODCs should remain with the prime contractor. During performance the ODCs must be managed by the prime contractor but may be allocated to the subcontractor on an as-needed basis. Please keep this in mind when negotiating the contract type with your subcontractors.

NOTE: PLEASE REFER TO THE ATTACHMENT ENTITLED "DEFINITIONS OF LABOR CLASSIFICATIONS."

Level of Effort Distribution Table

Base Level of Effort			Optional Level of Effort								
P-4	Base Period		Option Year 1		Option Year 2		Option Year 3		Option Year 4		Total
	Base	Qty Opt	Base	Qty Opt	Base	Qty Opt	Base	Qty Opt	Base	Qty Opt	
Project Manager	616	700	616	700	616	700	616	700	616	700	6580
Sr. Scientist	616	700	616	700	616	700	616	700	616	700	6580
Sr. Toxicologist	616	700	616	700	616	700	616	700	616	700	6580
Sr. Chemist	616	600	616	600	616	600	616	600	616	600	6080
Sr. Environ. Engineer	528	500	528	500	528	500	528	500	528	500	5140
Total P-4	2992	3200	2992	3200	2992	3200	2992	3200	2992	3200	30960
P-3	Base Period		Option Year 1		Option Year 2		Option Year 3		Option Year 4		Total
	Base	Qty Opt	Base	Qty Opt	Base	Qty Opt	Base	Qty Opt	Base	Qty Opt	
Staff Scientist	1232	1500	1232	1500	1232	1500	1232	1500	1232	1500	13660
Staff Toxicologist	1232	1500	1232	1500	1232	1500	1232	1500	1232	1500	13660
Total P-3	2464	3000	2464	3000	2464	3000	2464	3000	2464	3000	27320
P-2	Base Period		Option Year 1		Option Year 2		Option Year 3		Option Year 4		Total
	Base	Qty Opt	Base	Qty Opt	Base	Qty Opt	Base	Qty Opt	Base	Qty Opt	
Junior Toxicologist	880	1000	880	1000	880	1000	880	1000	880	1000	9400
Junior Chemist	704	800	704	800	704	800	704	800	704	800	9400

Base Level of Effort			Optional Level of Effort								
Computer Programmer	440	500	440	500	440	500	440	500	440	500	18800
Program Analyst	440	500	440	500	440	500	440	500	440	500	37600
Tot P-2	2464	2800	2464	2800	2464	2800	2464	2800	2464	2800	75200
T-3	Base Period		Option Year 1		Option Year 2		Option Year 3		Option Year 4		Total
	Base	Qty Opt	Base	Qty Opt	Base	Qty Opt	Base	Qty Opt	Base	Qty Opt	
Lab Tech	440	500	440	500	440	500	440	500	440	500	4700
Librarian	440	500	440	500	440	500	440	500	440	500	4700
Total T-3	880	1000	880	1000	880	1000	880	1000	880	1000	9400
TOTAL PROF HOURS	8800	10000	8800	10000	8800	10000	8800	10000	8800	10000	94000
Clerical	880	1000	880	1000	880	1000	880	1000	880	1000	9400

OTHER DIRECT COSTS

Base Quantity

	<u>BasePd</u>	<u>OptPd1</u>	<u>OptPd2</u>	<u>OptPd3</u>	<u>OptPd4</u>
Travel (Includes Intern'tnl)	\$19,000	\$19,500	\$19,500	\$22,500	\$22,500
Reports	\$10,000	\$10,500	\$11,000	\$11,000	\$11,000
Mat'l Supp	\$13,500	\$14,500	\$15,000	\$15,000	\$15,000
Telephone/FAX	\$4,000	\$4,500	\$5,000	\$5,000	\$5,000
Reproduction	\$3,000	\$3,000	\$3,500	\$3,500	\$3,500
Postage, Express, Courier	\$500	\$800	\$1,000	\$1,000	\$1,000
Computer	\$3,000	\$3,000	\$3,500	\$3,500	\$3,500
Total ODCs	\$53,000	\$55,800	\$58,500	\$61,500	\$61,500

<u>Option</u> <u>Quantity</u>	<u>BasePd</u>	<u>OptPd1</u>	<u>OptPd2</u>	<u>OptPd3</u>	<u>OptPd4</u>
Travel (Includes Intern'tnl)	\$20,000	\$21,500	\$22,000	\$22,500	\$22,500
Reports	\$12,000	\$12,500	\$13,000	\$13,500	\$13,500
Mat'l Supp	\$16,000	\$16,500	\$17,000	\$17,500	\$17,500
Telephone/FAX	\$6,000	\$6,500	\$7,000	\$7,500	\$7,500
Reproduction	\$5,000	\$5,000	\$5,500	\$6,000	\$6,000
Postage, Express, Courier	\$1,000	\$1,200	\$1,500	\$1,000	\$1,000
Computer	\$5,000	\$5,000	\$5,500	\$6,000	\$6,000
Total ODCs	\$65,000	\$68,200	\$71,500	\$74,000	\$74,000

(j) In the cost proposal, offerors shall provide (a) proposed targets expressed as both percentages and dollars of the total proposed contract amount in each of the applicable North American Industry Classification System (NAICS) Industry Subsectors as determined by the Department of Commerce, (b) a total target (expressed as both percentages and dollars) for SDB participation by the prime contractor, including joint venture partners and team members, and (c) a total target (expressed as both percentages and dollars) for SDB participation by subcontractors.